

Employment Opportunity

Punjabi Community Health Services

<p>Job Title: Case Manager, Integrated Seniors Team (IST) Program</p> <p>Job Posting #IST-CM-038/2023-24</p>	<p>Date Re-Posted: February 7, 2024</p>	<p>Reports to: Senior Manager of Health Promotion and Prevention</p> <p>Position Type: Full Time, 15-Month Contract</p>
	<p>Date Closed: February 18, 2024</p>	

About Organization:

Punjabi Community Health Services (PCHS) is a pioneer community-based not-for-profit, charitable organization. PCHS has been fulfilling the needs of diverse populations for 33 years by providing services in addictions, mental health, geriatric, health promotion, domestic violence, parenting, settlement and services for women, children and youth. PCHS has several research studies to its credit and recognized as an innovative organization for community development and its Integrated Holistic Service Delivery Model. PCHS is accredited. PCHS is a 2SLGBTQ sensitive organization.

About Position:

Integrated Seniors Team (IST) Program is a partnership project with Punjabi Community Health Services (PCHS), Services and Housing in the Province (SHIP) and Peel Senior Link (PSL) to provide supportive and health services that maximize the ability of high risk seniors to live independently in their homes. IST Case Manger will provide risk assessment and education and, connect the clients with mental health services, personal support services, supportive housing options and other community services, as required. IST Case Manager will closely work with program partners using Integrated Holistic Service Delivery Model to serve the South Asian seniors in the Central West Ontario Health team boundaries.

Qualifications and Skills:

- Diploma or Degree in social work or related field
- Registration with applicable regulatory body is required
- Understanding and knowledge of the needs of the seniors
- Ability to work in collaboration with partner agencies
- Experience in crisis management and supportive counselling
- Excellent working skills of MS Word, Excel, PowerPoint, internet and email
- Familiarity with Cloud technology and Share-Point is an asset
- Effective communication skills with individuals at all levels of the organization
- Superior time management skills, multi-tasking and ability to prioritize tasks with minimal supervision
- Excellent written and verbal skills
- Ability to work independently, as well as in a team

Requirements:

- Fluency in South Asian Languages (Urdu, Hindi, Punjabi)
- Must possess a valid Ontario Driver's License, have regular access to a reliable vehicle and provide proof of adequate vehicle insurance
- A satisfactory current Vulnerable Sector Screening (Criminal Record Check) report
- Current CPR and First-Aid certification

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- Vaccines (COVID-19 and others) are encouraged.

Responsibilities and Duties: *(but not limited to)*

The Case Manager will work collaboratively with the partnership to provide prompt and appropriate access to services for the high risk seniors. The Case Manager will provide both intensive and non-intensive services depending on client needs, which include but are not limited to the following:

- Assess client needs
- Home visiting as required
- Service care planning based on client's needs and goals
- Teaching independent living skills and social skills
- Symptom management
- Linking with appropriate community resources and natural supports
- Crisis prevention/ intervention
- Use Inter RAI-CHA and other assessment tool
- Case Management functions (outreach and client identification, comprehensive individualized assessment and planning, direct service provision, coordination and support, monitoring and evaluation, systems advocacy and discharge planning)
- Program development and capacity building
- Monitor and regularly review and if appropriate revise service plans with clients to facilitate the provision of services that are relevant
- Participate effectively in staff and other designated internal meetings
- Participate in IST meetings with SHIP and Peel Senior Link
- Assists clients in identifying and advocating for their rights
- Advocate on behalf of client where necessary
- Maintain client files and documentation as per agency policies, procedures, standards and guidelines
- Collection of data that are appropriate and relevant to the program
- Set performance and development goals aligned with program requirement
- Participate in regular supervision with supervisor
- Attend relevant conferences, workshops and other in-service events as appropriate and approved

Organizational Responsibilities:

- Actively contribute to the mission, vision and values of PCHS
- Follow the organizational Code of Ethics and professional standards of your certification and your position in the organization
- Adhere to the policies and procedures of your program(s) and organization
- Perform the duties outlined in this job description
- Contribute in a positive way to the overall success of the program and organization
- Participate in the establishment of program goals and objectives and set service priorities based on it
- Demonstrate a positive and professional attitude when representing the organization in the community

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- Actively encourage the involvement and empowerment of clients/ survivors
- To follow the direction of the Joint Health, Safety & Wellness Committee in compliance with the Occupational Health and Safety Act (OHSA)

Hours: Full time, 37.5 hours per week
(Some evenings and weekends work is required)

Position to commence: February 2024

Please submit your resume to the Hiring Committee by February 18, 2024 at hr@pchs4u.com

Please add **Job Posting #IST-CM-038/2023-24** to the email subject line and cover letter.

PCHS offers an attractive and rewarding work environment. We appreciate all applicants' interest, but only those under consideration will be contacted for an interview.

PCHS is committed to diversity in its workplaces and welcomes applications from all visible minority groups, women, Aboriginal persons, 2SLGBTQ, persons with disabilities, among other self-identified diverse groups. We also provide accessible employment practices that comply with the Accessibility for Ontarians with Disabilities Act ('AODA'). If you require accommodation for a disability during any stage of the recruitment process, please notify Human Resources at hr@pchs4u.com